



AMENDMENT II to the 2008-2009 HOLMES COMMUNITY COLLEGE  
BULLETIN

Page 13. The title and phrase **Distance Learning** has been changed to “eLearning” beginning with page 13 and wherever found in the bulletin.

**Page 54. Absence Policy, Selected Technical and Career Programs.**

In the first paragraph, Machine Shop Technology and Cosmetology have been removed.

The third paragraph has been revised as follows:

For Collision Repair Technology and Welding, six complete days is the cut-out point. For Heating, Ventilation, AC, & Refrigeration Technology and Automotive Technology, four complete days is the cut-out point. If a student is more than 5 minutes late for class, he/she is counted as being absent one-half day.

The fourth paragraph has been revised as follows:

. . . .30 hours per fall or spring semester.

**Page 66. Requirements for AAS Degree.**

#6 - (see page58) has been removed.

**Page 66. Requirements for the Certificate of Graduation.**

#3 has been revised to read: 2.0 GPA (both Holmes Community College credits and transfer credits).

#4 has been added to read: Residency Requirement.

**Page 67. Requirements for the One-Year Technical Certificate.**

#1 has been revised to read: Successfully complete the prescribed set of courses or approved substitutes. (Career hours are excluded.)

#3 has been added to read: Residency requirement.

**Page 67. Requirements for the Two-Year Technical Certificates.**

#1 has been revised to read: Successfully complete the prescribed set of courses or approved substitutes. (Career hours are excluded.)

#3 has been added to read: Residency requirement.

NOTE! Has been changed to read: Machine Tool Technology instead of Machine Shop Technology.

**Page 67. Requirements for Career Certificates.**

#1 has been changed to read: "Successfully complete the prescribed set of courses and clock hours.

#3 has been added to read: Residency requirement. (Note: All coursework for the PN program must be taken at HCC.)

**Page 67. Applying for Graduation** has been changed as follows:

All candidates for graduation must file their application online at the Holmes website. The requests are sent to the Vice-President for Academic Programs. December graduates must file by October 31<sup>st</sup> and May graduates must file by March 15<sup>th</sup>. Non-refundable graduation fees (\$35 for marching and \$15 for diploma only) will be charged to the students' account.

Page 71. **Expenses.**

“Adding a Course or Changing Sections . . . . . \$10” has been removed.

Page 86. **HCC Development Foundation Scholarships.**

The Garrard Family Foundation Scholarship has been added.

Page 94. **Patronage Scholarships.**

The Thomas G. Barksdale Memorial Scholarship has been removed.

Page 99. **Clubs and Organizations.**

Health Occupations Student of America (HOSA) has been removed.

Page 101. (SPNO) has been added to Student Practical Nursing Organization. “on the Goodman campus has been changed to “of Holmes Community College.”

Page 113. **Engineering.**

Physics 1- PHY 2514 and Physics II – PHY 2524 has been changed to General Physics 1-A and General Physics II-A.

Page 126. **Mathematics.**

General 1- PHY 2414 and General Physics II – PHY 2424 has been changed to General Physics 1-A-PHY 2514 and General Physics II-A – PHY 2524 in curriculum and statement below curriculum.

Pages 127 & 129. **Pre-Dental & Pre-Medical.**

The following statement has been added to the Pre-Dental and the Pre-Medical programs: UMC has indicated On-Line Courses and Correspondence Courses are not accepted for their programs’ required courses.

Page 131. **Pre-Pharmacy.**

The following statement has been added to the Pre-Pharmacy program: UM School of Pharmacy has indicated On-Line Courses and Correspondence Courses are not accepted for their program’s required courses.

Page 136. **Secondary Education – Mathematics.**

Biological Science and Physical Science have been removed and replaced with  
\*\*General Chemistry/General Physics . . . . 4

\*\*Course sequence options are:

General Chemistry I & Lab & General Chemistry II & Lab

General Physics I & II

General Physics I-A & II-A

General Chemistry I & Lab & General Physics I-A

General Chemistry I & Lab & General Physics I

Student is encouraged to consult the bulletin from his or her chosen senior college for specific course requirements.

**Page 148. Associate Degree Nursing.**

The statement under the Grading Scale, the last paragraph has been removed.

**Page 162. Electronics.**

The Program Description has been changed as follows:

Electronics Technology is an instructional program that prepares individuals to support the electrical engineers and other professionals in the design, development, and testing of electrical circuits, devices, and systems. Included is instruction in model and prototype development and testing; systems analysis and integration, including design and development of corrective and preventative maintenance techniques; application of engineering data; and the preparation of reports and test results.

The curriculum has been changed as follows: (Effective Fall, 2009).

Page 162.

First year, second semester- Remove one 3 hour technical elective and replace it with ELT 1413- Motor Control Systems.

Second year, first semester---Remove EET 1324 Microprocessors and replace it with ELT 2613- Programmable Logic Controllers, changing the total hours for the semester from 17 to 16hrs.

Second year, second semester-- Remove EET 2913 Special Project and replace it with EET 1324- Microprocessors, changing the total hours for the semester from 16 to 17 hours.

Page 162.

Approved Technical Electives have been revised as follows:

CPT 1144, CPT 1214, CPT 1414, CPT 2284, CPT 2434, EET 2913, ELT 1213, ELT 1123, ELT 2623, ENT 1113, ENT 1123, ENT 1313, ENT 1813, ENT 2323, WBL 1913, WBL 1923,

**Page 169. Engineering Technology - Drafting & Design Technology.**

The following sentence has been removed:

The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Trade and Technical Studies. (Consult advisor for requirements for transfer).

Page 178. **Funeral Service Technology.**

The program has been changed as follows: (Effective Fall 2009)

**Funeral Service Technology**  
(Ridgeland Campus)

First Year	
First Semester	Second Semester
English	Mortuary Anatomy II.....FST 1123
Composition I ..... ENG 1113	Embalming II ..... FST 1224
<b>**College</b>	
Algebra .....MAT 1313	Principles of
Mortuary Anatomy I ... FST 1113	Accounting I..... ACC 1213
Embalming I ..... FST 1214	Restor Art/Color Cos.. FST 1523
Funeral Directing ..... FST 1313	Clinical I ..... FST 1231
Computer Literacy ..... 3	Total
Total	14 hrs.
19 hrs.	
Second Year	
First Semester	Second Semester
Funeral Service	Humanities/Fine Arts
Ethics & Law..... FST 1413	Elective ..... 3
Funeral Merch..... FST 2323	Psychol. Counsel/
Sociology ..... SOC 2113	Funeral Service ..... FST 2713
<b>OR</b> Psychology..... PSY 1513	
Thanatochemistry ..... FST 2273	Pathology ..... FST 2623
Clinical II ..... FST 1241	*Comprehensive Rev. FST 2811
Microbiology..... FST 2613	Public Speaking ..... SPT 1113
Total	Legal Environ/Bus.....BAD 2413
16 hrs.	Total
	16 hrs.

Page 178. **Machine Tool Technology** has been changed as follows: (Effective Fall 2009)

MST 2813 – Metallurgy has been removed from the curriculum and replaced with

\*\*\*Approved Technical Elective. . . .3

\*\*\*Approved Technical Electives: ENT 1153, ENT 1323, ENT 2263, INT 1214, MST 2813, MST 2913, WBL 191(1-3), WBL 192(1-3) – WBL hours may not exceed 6 hours for graduation.

Page 179. **Manufacturing Technology** has been changed as follows: (Effective Fall 2009)

### Manufacturing Technology 1st Year

1st Semester		2nd Semester	
Power Machinery I	MST 1114	English Comp I	ENG 1113
Principles of CAD	ENT 1313	Public Speaking	SPT 1113
DC Circuits	EET 1114	AC Circuits	EET 1123
College Algebra	MAT 1313	Motor Control Systems	ELT 1413
Graphic Comm	ENT 1114	Fluid Power	INT 1214
Total:	18	Total:	16

### 2nd Year

1st Semester		2nd Semester	
Computer Numer Control	ENT 2364	Welding & Forging	ENT 2323
Controls Systems	INT 2114	Approved Technical Elective	3
PLC	ELT 2613	Quality Assurance	ENT 2263
Facility Planning	DDT 2273	Advanced PLC	ELT 2623
Social/Behavioral Science	3	PHY 2244 or PHY 2254	4
		Humanities/Fine Arts	3
Total:	17	Total:	19

The program description has been changed as follows: (Effective, Spring 2009)

Manufacturing Technology is a technical instructional program that prepares individuals to work in a variety of roles including, but not limited to, industrial maintenance and engineering support positions. Students receive instruction in maintaining and troubleshooting electrical, automation, and mechanical systems; instruction in continuous improvement methods including quality systems, facility layout, workstation design, and lean manufacturing techniques; and instruction in the operation of basic machine tool equipment, computer numerical controlled equipment, welding equipment, and metal fabrication. Upon completion of the curriculum, the graduate will earn an Associate of Applied Science (AAS) in Manufacturing Technology.

Approved Technical Electives: (Effective Fall, 2009)

- Intermediate CAD -ENT 1323
- Special Project in Automation and Control Technology -MFT 291(1-3)
- Power Machinery II -MST1124
- Electric Power -ELT 1213
- Mechanical Systems -ROT 1613
- Principles of Manufacturing Management - ENT 2443
- Work Based Learning -WBL 1913
- Work Based Learning -WBL 1923
- Metallurgy - MST 2813
- Comp Methods -ENT 1123

Page 180. **Occupational Therapy Assistant Technology** (Effective Fall 2009).  
Social/Behav Science has been replaced with Human Growth & Development- EPY 2533

Page 184. **Surgical Technology**.  
MAT 1313 has been removed from Approved Electives.

Page 185. The second paragraph of the program description has been changed as follows:  
Graduates of the 12-month program will be awarded the Certificate of Surgical Technology. The Associate of Applied Science Degree in Surgical Technology will be awarded the successful graduate of the 24-month program. Qualified graduates may apply to the National Board of Surgical Technology and Surgical Assisting (NBSTSA), formerly the LCC-ST, to take the Surgical Technologist Certifying Examination to become a Certified Surgical Technologist.

Page 190. **Practical Nursing**.

The admission policy has been changed as follows:

1. The applicant shall be at least 18 years of age by October 1 of the program year.
4. After notification of acceptance, the student will be required to provide current certification of Healthcare Provider CPR and to pass a physical examination, a criminal background check, and a drug screening prior to entering the program.

*The applications for the Practical Nursing Program will be available online at [www.holmescc.edu](http://www.holmescc.edu) on January 15 for the next program year.*

Page 202. **English**. The following courses have been changed:  
ENG 1013 – Beginning English has been changed to ENG 0113.(Effective Fall, 2009)  
ENG 1023 – Intermediate English has been changed to ENG 0123. (Effective Fall, 2009)  
ENG 2223, 2233, 2323, 2333, 2423, 2433 has an added Prerequisite of “or ACT English Subscore of 23 or higher”.

Page 206. **Health, Physical Education & Recreation**.

HPR 1131, 1141, 2131, 2141 has changed to include tennis for 4 semesters credit.

Page 210. **Mathematics**. The following courses have been changed:

MAT 1103 – Fundamentals of Mathematics has been changed to MAT 0113 (Effective Fall, 2009)

MAT 1203 – Beginning Algebra has been changed to MAT 0213 (Effective Fall, 2009)

Page 219. **Nursing, ADN**. The following courses have been changed:

NUR 2123 — Pharmacology (Prerequisite: NUR 1229, 1326, or 1226.

Co-requisite: NUR 2119).

NUR 2239 – Nursing IV (Prerequisites: NUR 2119 & 2123, Co-requisite: NUR 2243).

NUR 2243 – Management of Nursing Care (Prerequisite: NUR 2119 & 2123,

Co-requisite: NUR 2239).

Page 223. **Reading.** The following courses have been changed: (Effective Fall, 2009)  
REA 1103–Developmental Reading I has been changed to REA 0113-Comprehension I.  
REA 1203–Developmental Reading II has been changed to REA 0123-ComprehensionII.

Page 230. **Business & Office Technology.** The following courses have been added:  
(Effective Fall, 2009)

BOT 2663 - Advanced Medical Coding

Prerequisites: BOT 2643 and BOT 2653

This course is designed to teach the advanced analysis of diagnostic and procedural coding systems. Two lectures. Two hours laboratory. Three hours credit

BOT 2673 - Medical Insurance Billing.

Prerequisites: BOT 2643 and BOT 2653

This course is a culmination of skills and knowledge of appropriate procedures for generating, processing, and submitting health insurance claims to private and governmental health insurance programs. Two lectures. Two hours laboratory. Three hours credit.

Page 239. **Electrical Technology.** The following courses have been added:

ELT 1123--Commercial and Industrial Wiring.

Instruction and practice in the installation of commercial and industrial electrical services including the types of conduit and other raceways, NEC code requirements, and three-phase distribution networks. Two lectures. Two hours laboratory. Three hours credit.

ELT 1213 - Electrical Power.

Electrical motors and their installation. Instruction and practice in using the different types of motors, transformers, and alternators. Two lectures. Two hours laboratory. Three hours credit.

ELT 2623 - Advanced Programmable Logic Controllers.

Advanced PLC course which provides instruction in the various operations, installations, and maintenance of electric motor controls. Also, information in such areas as sequencer, program control, block transfer used in analog input and output programming, and logical and conversion instructions. Two lectures. Two hours laboratory. Three hours credit.

Page 242. **Engineering Technology.** All locations are changed. (Effective Fall 2009)

ENT 1113 – Graphic Communication has been changed:

ENT 1114 – Graphic Communication.

Fundamentals and principles of drafting to provide the basic background needed for all other drafting courses. Two lectures. Four hours laboratory. Four hours credit.

Page 248. **Funeral Service Technology.** The following courses have been changed. (Effective Fall, 2009).

FST 1113- Mortuary Anatomy I-Remove the co-requisites.

FST 1213 - Embalming I has been changed to FST 1214-Embalming I, adding a pre-requisite of Mortuary Anatomy I. Three lectures. Two hours laboratory. Four hours credit.

FST 1223 Embalming II has been changed to FST 1224- Embalming II, changing the pre-requisite to FST 1214, adding co-requisites of FST 1113 & FST 1123, and changing the hours to Three lectures. Two hours laboratory. Four hours credit.

Remove FST 1513 - Restorative Art.

Remove FST 2523 - Color and Cosmetics.

Add FST 1523 - Restorative Art/Color & Cosmetics (Pre-requisite: FST 1113).

An in-depth study of anatomical modeling. Familiarization with instruments, materials, and techniques of rebuilding human features. Study of color theory and application of restorative techniques in the funeral setting, which includes cosmetics and hair treatment. Two lectures. Two hours laboratory. Three hours credit.

FST 2273-Thantochemistry-Remove the pre-requisite of FST 1223 and change the hours to Three lectures. Three hours credit.

FST 2323-Funeral Merchandising and Management-Add a pre-requisite of FST 1313.

FST 2623 - Pathology should be FST 2633 with a pre/corequisite of FST 1113 & FST 2623.

Page 256. **Manufacturing Technology.** The following courses have been added:

INT 1214 - Fluid Power.

This basic course provides instruction in hydraulics and pneumatics. The course covers actuators, accumulators, valves, pumps, motors, coolers, compression of air, control devices, and circuit diagrams. Emphasis is placed on the development of control circuits and troubleshooting techniques. Three. lectures. Two hours laboratory. Four hours credit.

INT 2114 - Control Systems I.

This is an introductory course to provide information on various instrumentation components and processes. Topics include analyzing pressure processes, temperatures, flow, and level. Three lectures. Two hours laboratory. Four hours credit.

MFT 291(1-3) - Special Problem in Automation and Control Technology

A course to provide students with an opportunity to utilize skills and knowledge gained in other Automation and Control Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Two-six hours laboratory. One-three hours credit.

ROT 2613 - Mechanical Systems.

This course introduces the students to mechanical components and drive systems commonly used in the industry. Emphasis is placed on installation, maintenance, and troubleshooting of these components and systems. Two lectures. Two hours laboratory. Three hours credit.

DDT 2273 - Facilities Planning.

This course deals with the techniques and procedures for developing an efficient facility layout and introduces some of the state-of-the-art tools involved, such as 3D design and computer simulation. Two lectures. Two hours laboratory. Three hours credit.

Page 260. **Occupational Therapy.** The following course has been changed.  
OTA 1423 – Occupational Therapy Skills I. The prerequisites have been removed.

**I certify the above the amendment is true and correct in content and policy.**



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**Dr. Fran Cox, Vice President for Academic Programs**

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**Oct.ber 14, 2008**  
**Date**